



## Job Announcement

<http://mdcourts.gov>

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<b>Opening Date:</b>	March 6, 2009	<b>Closing Date:</b>	March 20, 2009
<b>Job Title:</b>	Criminal Assistant	<b>Position Type:</b>	Temporary Full Time
<b>PIN:</b>	812002	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Harford County Bel Air, Maryland	<b>Salary:</b>	\$13.76 per hour (No State Benefits)
<b>Financial Disclosure:</b>	No		

**Essential Functions:** Prepares new criminal case files by verifying charging documents, typing initial docket entry and establishing case file folder. Maintains case docket by entering records of case documents as they are received, using a computer keyboard. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Prepares summonses, writs, commitments, releases, bail bonds, bills for costs, etc., using a computer system. Responsible for the full function and duties of the Criminal Department.

**Education:** High School Diploma or GED.

**Experience:** One year of related experience.

**Skills/Abilities:** Ability to communicate in an effective, patient, and tactful manner with customers and co-workers; define problems, collect data, establish facts, and draw valid conclusions; note and record essential information; set priorities and simultaneously process multiple duties and responsibilities; ability to apply job-related codes, policies, procedures, rules, regulations and laws as required; knowledge and ability to apply job-related terminology. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

James Reilly, Clerk of the Court  
Circuit Court for Harford County  
Courthouse, 20 West Courtland Street  
Bel Air, Maryland 21014

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**